

# COVID-19 Risk Assessment

## Arval UK

**Scope:** This risk assessment covers activities within Arval premises in Swindon and Manchester, as the first step of our staged return plan, subject to review upon release of additional GOV.UK Guidance.

**Hazard:** Transmission of Covid-19; coronavirus within the workplace from person to person, or surface to person.

### People Affected:

- Arval employees
- Visiting contractors eg site engineers /equipment maintenance
- Drivers eg goods in or waste collection
- First Aiders/ Emergency Responders
- Visitors
- Vulnerable persons of all the above as defined in <https://www.gov.uk/coronavirus>.



### A place to feel at home

Current emphasis is on homeworking during the first step of the staged of the return plan, with personnel screened for Vulnerable workers to follow GOV guidelines. Homeworking capability (inc. home office setup) provisioned.

Working collaboratively with landlords and other tenants to ensure, no Arval business visitors and adequate parking for planned capacity to accommodate social distancing.

Single entry point established with social distancing rules and queuing system in place. Monitoring of this at peak times is planned, combined with efforts to reduce doorway touch points. Landlord installed screen at security will limit contact\* ready for reception opening. Electric Vehicle points subject to extra cleaning.

Individuals may store items at their desks or if already allocated a locker.

Visiting engineers: limited to critical response activities only, approved by Arval and access through the site management team.

\*Reception will remain closed off in short to medium term.



### A place to care

Employees identified within the current return group for minimal shift exposure and maximum space for social distancing.

Employees on site use their current or specified desks and are in zones, according to desk plans enabling social distancing rules. Non-essential trips around the building are restricted.

For social distancing, personnel are enabled with the system outlined below to maintain 2m at all times.

Facilities on site are re-designated as one directional travel routes where practical, on stair wells or areas where this is not possible, floor marked alert systems for narrow spaces to assist distancing.

No face to face meetings at this time.

No restaurant service, social distancing rules/markers in place for microwave use in the canteen. Post process minimising contact with collection/drop off points. Photocopiers areas have sprays and wipes available and supported with increased cleaning.



### A place to set standards

Responding to concerns and communicating COVID-19 hygiene standards.

COVID-19 sick leave process in place to manage reporting and tracing.

Sanitisers installed, at primary contact points including vending, waste disposal and refreshment spaces, touchless entry system to further reduce risk.

Enhanced cleaning regime from the Landlord for shared areas. Arval also provisioning enhanced cleaning in line with guidance for Arval UK demise. Concentrating more cleaning in high touch areas.

Set out in social distancing rules and hygiene best practice, communicated to staff and physically placed in the building.

Disposable towels or touchless driers in place & 2 persons in larger washrooms or single occupancy. Single shower rooms only. Antiseptic spray available for use.

Contactless deliveries enabled via Goods in.

Emergency responders shall align with current Gov.UK guidance for COVID-19 exposure prevention.



### A place to go further

Communications will cover rules and expectation for employees returning, e.g social distancing rules and hygiene best practice, verbally communicated to staff and signage to support social distancing measures provided by Landlord and Arval UK.

The HSE Poster shall be displayed via electronic communications and physically in work area.

Review weekly to consider alternatives and improvements, Manager brief will include a prompt to check in with employees weekly and escalate to HR business partners where necessary for early identification of team, or individual issues requiring attention.

Any breach of social distancing rules to be reported to a central inbox for management oversight/action (AskHR).

Communication of emergency protocols and best practice measures to be reviewed continuously, via onsite and HR/ Facilities teams.

Social distancing marshals and personnel to be used at peak times for controlling access and crowd management.



### A place to be proud

Communication with key stakeholders to prevent excessive demands on personnel whilst maintaining Arval Customer Focus.

Support for employees available from BNPP benefits and local AUK offerings.

Frequent email updates for progress of phased return and business plan, linking to the Arval UK Covid-19 crisis management meetings to review effectiveness of what's in place, review questions and make decisions on forward plans with regular communications across the workforce.

Continue to prioritise social distancing as robust controls, where practical, including physical segregation and environmental nudges. Monitor position on face coverings and evolution of social distancing practices to incorporate guidance if required to enable employees and continue protection.

*Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes, or exhales. These droplets are too heavy to hang in the air, and quickly fall on floors or surfaces. You can be infected by breathing in the virus if you are within close proximity of someone who has COVID-19, or by touching a contaminated surface and then your eyes, nose or mouth. Symptoms can be mild, moderate, severe or fatal.*



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